

# COUNTY OF KANE

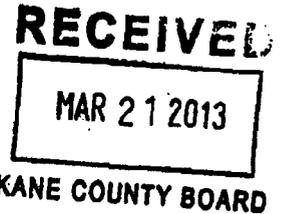
Christopher J. Lauzen  
Kane County Board Chairman



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## DOCUMENT VET SHEET

for  
Christopher J. Lauzen  
Chairman, Kane County Board



Name of Document: Kane County Adult Redeploy Illinois Planning Grant

Submitted by: Deanna Cada, Program Manager, Court Services  
Lisa Aust, Executive Director, Court Services

Date Submitted: March 21, 2013

Examined by: Joseph Lulves  
(Print name)

Joseph F. Lulves  
(Signature)

3-25-13  
(Date)

Post on the Web:  YES  NO Atty. Initials: JKL

Comments: OK BY COB RES # 13-60

Chairman signed: YES  NO  3/26/13  
(Date)

Document returned to: D. Cada / Court Svcs.  
(Name/Department) ckw

## EXECUTIVE SUMMARY

Kane County has been approved for an Adult Redeploy Illinois planning grant to create a jurisdictional plan to reduce Kane County commitments of a target population to the Illinois Department of Corrections by 25 percent.

Kane County Court Services, due to the lack of a comprehensive case management system, lacks data regarding information about the types of defendants that are sentenced to incarceration in the Illinois Department of Corrections. A significant first step in any plan to reduce IDOC sentences is a comprehensive analysis of the cases that are sentenced. The data will need to be collected from data sheets, by hand, and then analyzed across a number of defendant factor including: type of offense, class of offense, case status (under supervision or post-sentence), reason for incarceration, age, gender, race, geographic location of residence, etc.. Once common themes can be identified across defendants, a team of stakeholders will be convened to plan possible strategies to address the identified themes and target population. A meeting of stakeholders occurred including representation from the Chief Judge's Office, State's Attorney's Office, Office of the Public Defender, Kane County Court Services, Kane County Diagnostic Center, and the Sheriff's Department. Concurrent to the Stakeholders meeting, information will be gathered and analyzed regarding current services offered, services needed, strategies for service delivery, and local governance issues. Once all the data is collected, target population identified, and services identified, a plan will be developed on how to address reduction of IDOC commitments in Kane County.



John A. Cunningham  
Clerk, County Board  
Kane County, Illinois

Chris Lauzen  
Chairman, County Board  
Kane County, Illinois

Vote:  
Yes \_\_\_\_\_  
No \_\_\_\_\_  
Voice \_\_\_\_\_  
Abstentions \_\_\_\_\_



**ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY**

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300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

January 18, 2013

Deanna Cada  
Deputy Director – Program Manager  
Kane County Court Services  
37W777 Route 38, Suite 200  
St. Charles, IL 60175

Dear Ms. Cada:

Enclosed you will find the Interagency Agreement #193027 between your office and the Authority for the Kane County Adult Redeploy Illinois planning grant. Please review the enclosed documents and notify me if revisions are necessary. If all is in order, please obtain the necessary signatures on the agreement and return the *entire packet* to my attention for further processing.

I have also enclosed the initial cash request form needed to begin the draw down of funds. Please fill out this form (with an amount equal to 75% of the planning grant) and return it to me with the signed agreement. Once all signatures are received on the agreement, I will process the paperwork for you to receive your initial funds for this program.

I would be happy to answer any questions that you might have about these changes, but might also want to inform your legal counsel of the changes.

If you have any questions, please feel free to contact me at (312) 793-1303 or by email at [Lajuana.Murphy@illinois.gov](mailto:Lajuana.Murphy@illinois.gov). I look forward to working with you on this program.

Sincerely,

*Lajuana Murphy*

Lajuana Murphy  
Grant Monitor  
Federal and State Grants Unit

Enclosures

CC: MF# 193027

## COVER PAGE

<b>PROGRAM TITLE:</b>	Kane County Adult Redeploy Illinois Planning
<b>AGREEMENT NUMBER:</b>	193027
<b>PREVIOUS AGREEMENT NUMBER(S):</b>	N/A
<b>ESTIMATED START DATE:</b>	1/1/13
<b>SOURCES OF PROGRAM FUNDING:</b>	
<i>Adult Redeploy Illinois Funds:</i>	\$ Awarded: \$11,500 Budgeted: \$ 10,951.50
<b>IMPLEMENTING AGENCY'S NAME:</b>	Kane County
<b>ADDRESS (This address must be the physical address that is registered with CCR and include nine digit zip code):</b>	719 S. Batavia Ave Geneva IL 60134-3077
<b>IMPLEMENTING AGENCY'S AUTHORIZED OFFICIAL:</b>	Chris Lauzen
<b>TITLE:</b>	County Board Chairman
<b>FEDERAL EMPLOYER IDENTIFICATION NUMBER:</b>	366006585
<b>IMPLEMENTING AGENCY'S DUNS NUMBER:</b>	010221786
<b>IMPLEMENTING AGENCY'S CCR REGISTRATION EXPIRATION DATE:</b>	5/14/13
<b>IMPLEMENTING AGENCY'S CAGE CODE:</b>	48YE2
<b>PROGRAM FINANCIAL OFFICER:</b>	Joseph Onzick
<b>TITLE:</b>	Finance Director
<b>TELEPHONE:</b>	630-232-5976
<b>PROGRAM AGENCY'S NAME:</b>	Kane County Adult Court Service
<b>PROGRAM AGENCY'S ADDRESS (This address must be the physical address that is registered with CCR and include the nine digit zip code):</b>	37W777 Route 38 Suite 200 Saint Charles IL 60175-7544
<b>PROGRAM AGENCY'S MAILING ADDRESS (If the same as above mark "N/A"):</b>	N/A
<b>PROGRAM AGENCY'S AUTHORIZED OFFICIAL:</b>	Deanna L. Cada
<b>TITLE:</b>	Deputy Director Program Manager
<b>PROGRAM AGENCY'S DUNS:</b>	608094389
<b>PROGRAM AGENCY'S CCR EXPIRATION DATE:</b>	8/13/13
<b>PROGRAM AGENCY'S CAGE CODE:</b>	5GU63

<b>FISCAL CONTACT PERSON:</b>	Deanna L. Cada
<b>AGENCY:</b>	Kane County Court Services
<b>TITLE:</b>	Deputy Director Program Manager
<b>TELEPHONE:</b>	630-232-5824
<b>FAX:</b>	630-443-7089
<b>E-MAIL:</b>	cadadeanna@co.kane.il.us
<b>PROGRAM CONTACT PERSON:</b>	Deanna L. Cada
<b>TITLE:</b>	Deputy Director Program Manager
<b>TELEPHONE:</b>	630-232-5824
<b>FAX:</b>	630-443-7089
<b>E-MAIL:</b>	cadadeanna@co.kane.il.us
<b>PROGRAM AGENCY'S CONGRESSIONAL AND ILLINOIS LEGISLATIVE DISTRICTS</b> (This must be based on the nine digit zip code registered with CCR. The district can be located by using this link <a href="http://www.elections.il.gov/DistrictLocator/DistrictOfficialSearchByZip.aspx">http://www.elections.il.gov/DistrictLocator/DistrictOfficialSearchByZip.aspx</a> .)	Congressional District 14th State Senate District 25th State Representative District 50th

**INTERAGENCY AGREEMENT  
ADULT REDEPLOY ILLINOIS**

This interagency agreement is entered into by the Illinois Criminal Justice Information Authority, with its offices at 300 W. Adams, Chicago, Illinois 60606, hereinafter referred to as the "Authority," and the Kane County on behalf of Kane County Court Services, hereinafter referred to as the "Implementing Agency," with its principal offices at 719 S. Batavia Ave, Geneva, Illinois 60134-3077, for implementation of the Kane County Adult Redeploy Illinois Program.

**WHEREAS**, pursuant to the Crime Reduction Act which provides financial incentives to local jurisdictions for programs that allow diversion of non-violent offenders from state prisons by providing community-based services through the Adult Redeploy Illinois (ARI);

**WHEREAS**, the General Assembly as obligated funds for the ARI program to provides financial incentives to local jurisdictions through the Authority on behalf of the Adult Redeploy Illinois Oversight Board;

**WHEREAS**, pursuant to the Authority's rules entitled "Operating Procedures for the Administration of Non-Federal Funds," (20 Illinois Administrative Code 1560 et seq.); and

**WHEREAS**, the Authority designated the Implementing Agency to receive funds for the purpose of implementing a program to address one of the named areas:

**NOW, THEREFORE, BE IT AGREED** by and between the Authority and the Implementing Agency as follows:

**SECTION 1. DEFINITIONS**

"Program": means a plan set out in a Program Description that identifies and proposes to address problems related to one of the named areas and that contains a statement of objectives, strategies for achieving those objectives, and a method for assessing the effectiveness of those strategies.

**SECTION 2. PERIOD OF PERFORMANCE AND COSTS INCURRED**

The period of performance of this agreement shall be from January 1, 2013 through April 30, 2013.

Costs incurred before the execution date of this agreement may be charged to this agreement if included in Exhibit B, incurred during the period of performance, and the Implementing Agency performed in accordance with the terms and conditions of this agreement.

The Authority shall not be responsible for costs incurred before or after the period of performance of this agreement.

**SECTION 3. COMMENCEMENT OF PERFORMANCE**

If performance has not commenced within 60 days of the starting date of this agreement, the Implementing Agency agrees to report by letter to the Authority the steps taken to initiate the program, the reasons for the delay, and the

expected starting date.

If the program is not operational within 90 days of the starting date of this agreement, the Implementing Agency agrees to submit a second letter to the Authority explaining the implementation delay. The Authority may at its discretion either cancel this agreement or extend the implementation date of the program past the 90-day period.

If the program is interrupted for more than 30 days after commencement, due to loss of staff or any other reason, the Implementing Agency agrees to notify the Authority in writing explaining the reasons for the interruption and the steps being taken to resume operation of the program. The Authority may, at its discretion, reduce the amount of funds awarded and/or terminate this agreement if the program is interrupted for more than 90 days.

If this agreement is terminated due to this section, the Authority will only pay for those services rendered as of the date service delivery ceased. Any funds advanced to the Implementing Agency and not expended as of that date shall be repaid to the Authority upon notification by the Authority.

#### **SECTION 4. PAYMENT**

The Authority agrees to make payment to the Implementing Agency for the administration and implementation of the program described in Exhibit A. Upon receipt of the fiscal and progress reports described in Section 9 of this agreement, quarterly payments will be made to the Implementing Agency. No payment will be made until all outstanding reports are received by the Authority, including outstanding reports from previously funded Authority programs. In addition, due to the unique requirements of the program being funded, the Implementing Agency may request that an advance payment be made during any quarter and must include supporting documentation with the request. Requests for advance payment are subject to review and approval. No payment will be made to an Implementing Agency unless and until the Implementing Agency is in full compliance with applicable State and federal laws and the terms and conditions of this agreement.

The maximum amount of ARI funds payable under this agreement is \$11,500.00 and is dependent on the performance of the Implementing Agency in accordance with the terms and conditions of this agreement.

The Implementing Agency must provide for the deposit of ARI funds into a bank account in the name of the Implementing Agency. ARI funds shall be immediately deposited into such bank account. The Implementing Agency may deposit such funds into an account separate from any of its other bank accounts, or treat such funds as a separate line items per its budget and audited financial statements. If the Implementing Agency receives more than one award from the Authority, the Implementing Agency shall ensure that the ARI funds for each award are accounted for separately.

#### **SECTION 5. PROGRAM DESCRIPTION AND BUDGET**

The Implementing Agency agrees to undertake and perform in a satisfactory manner in accordance with the terms and conditions of this agreement, the program described in the Program Description attached and incorporated as Exhibit A and the Budget attached and incorporated as Exhibit B.

#### **SECTION 6. EXHIBITS**

The documents appended are made a part of this agreement as exhibits. The Implementing Agency shall perform the services subject to this agreement in accordance with all terms, conditions, and provisions set forth in such exhibits.

#### **SECTION 7. NON-SUPLANTATION**

The Implementing Agency certifies that ARI funds made available under this agreement will not be used to supplant/replace State or local funds that would otherwise be made available to the Implementing Agency for purposes related to this program. The Implementing Agency certifies that ARI funds made available under this agreement will be used to supplement/increase existing funds for such purposes.

#### **SECTION 8. OBLIGATIONAL LIMITATION**

Payment under this agreement is subject to passage of a suitable and sufficient appropriation by the Illinois General Assembly. Obligations of the State of Illinois will cease immediately without penalty of further payment being required in any fiscal year should the actions of the General Assembly or any applicable funding source result in the failure to appropriate or otherwise make available sufficient funds for this agreement.

#### **SECTION 9. REPORTING AND EVALUATION REQUIREMENTS**

The Implementing Agency shall submit the following reports to the Authority on a quarterly basis, with quarters beginning at the start of the calendar year, by the 15th day of each month following the previous quarter:

- progress reports for the preceding quarter relevant to the performance indicators listed in Exhibit A;
- and any other reports specified by the Authority.

In addition, the Implementing Agency shall submit fiscal reports to the Authority on a monthly basis, by the 10th day of each month following the previous month.

The Implementing Agency is further required to submit a final financial status report following termination of the program, the content and form of which will be determined by the Executive Director of the Authority.

The Implementing Agency agrees to comply with the Authority's request for information related to an evaluation of program. The Implementing Agency agrees to report any additional information required by the Executive Director of the Authority.

#### **SECTION 10. MAINTENANCE OF RECORDS**

The Implementing Agency agrees to retain financial and program records for a minimum of 3 years after the expiration date of this agreement, or 3 years after closure of Implementing Agency's most recent audit report, whichever is later. The Implementing Agency shall maintain, for this 3-year period, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this agreement; the agreement and all books, records, and supporting documents related to the agreement shall be available for review and audit by the Auditor General, the Authority, or any person duly authorized by the

Authority; and the Implementing Agency agrees to cooperate fully with any audit conducted by the Auditor General, the Authority or any person duly authorized by the Authority, and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

If any litigation, claim, negotiation, audit, review, or other action involving the records has been started before the expiration of the 3-year period, the records must be retained until the completion of the action and resolution of all issues that arise from it or until the end of the regular 3-year period, whichever is later.

#### **SECTION 11. INSPECTION AND AUDIT**

If the Implementing Agency is required either by federal or state law or regulation to have an audit performed, then the Implementing Agency shall provide copies of such audits to the Authority no later than 9 months after the close of the Implementing Agency's audit period.

Known or suspected violations of any law encountered during audits, including fraud, theft, embezzlement, forgery, or other serious irregularities, must be immediately communicated to the Authority and appropriate State, and local law enforcement officials.

The Implementing Agency agrees to develop and maintain a record-keeping system to document all agreement related activities and expenditures. These records will act as the original source material for compilation of the data required in Section 11 and all other program activity.

The Authority, the Illinois Auditor General and the Illinois Attorney General shall have access for purposes of monitoring, audit and examination to all relevant books, documents, papers, and records of the Implementing Agency, and to relevant books, documents, papers and records of subcontractors.

#### **SECTION 12. CLOSE-OUT REQUIREMENTS**

Within 45 days of the expiration date of this agreement or any approved extension thereof the following documents must be submitted by the Implementing Agency to the Authority: (a) final financial status report; (b) final progress reports; (c) property inventory report; (d) any refund of unexpended funds and (e) other documents required by the Authority.

#### **SECTION 13. PROCUREMENT STANDARDS**

All procurement transactions shall be conducted by the Implementing Agency in a manner to provide, to the maximum extent practicable, open and free competition. Procurement transactions include the purchasing of equipment, commodities, goods and services. Procurement transactions do not include the making of sub-grants. Implementing Agencies may use their own procurement regulations which reflect State and local law, rules, and regulations, provided that all procurements made with ARI funds minimally adhere to standards established by the Illinois Procurement Code (30 ILCS 550).

If the Implementing Agency's established procurement process is less competitive than the following requirements, the following more competitive requirements must be adhered to in lieu of the Implementing Agency's procurement process.

- For procurements of \$100,000 or less, the Implementing Agency must solicit quotes or bids from at least three sources.
- For procurements over \$100,000, the Implementing Agency must formally advertise the proposed procurement through an Invitation for Bids (IFB), or a Request for Proposals (RFP) process.

#### **SECTION 14. SUBCONTRACTING**

The use of subcontractors for any work or professional services that involves the use of ARI funds is subject to Authority approval. As required by the Authority, the Implementing Agency shall submit documentation regarding contracts to be funded with Neighborhood Recovery Initiative funds for Authority review and approval, to assure adherence to applicable guidelines.

If the use of subcontractors is approved by the Authority, the terms and conditions of this agreement shall apply to and bind the party or parties to whom such work is subcontracted as fully and completely as the Implementing Agency is bound and obligated. The Implementing Agency shall make reasonable efforts to assure that all subcontractors adhere to the terms and conditions of this agreement. The Authority shall not be responsible for the performance, acts or omissions of any subcontractor

#### **SECTION 15. SUB-GRANTING**

Any sub-grant for work or professional services for providing direct services to ARI program participants subcontracted for shall be specified by written grant contract in a form provided by the Authority and shall be subject to all terms and conditions contained in this agreement. If the use of sub-grantees is approved by the Authority, the terms and conditions of this agreement shall apply to and bind the party or parties to whom such work is subcontracted as fully and completely as the Implementing Agency is bound and obligated. The Implementing Agency shall make reasonable efforts to assure that all sub-grantees adhere to the terms and conditions of this agreement. The Authority shall not be responsible for the performance, acts or omissions of any sub-grantees

The Implementing Agency shall enter into, manage, and monitor all sub-grants including maintaining a system for subcontractors to report fiscal and program activities. Approval of the use of sub-grants by the Authority does not relieve the Implementing Agency of its obligation to assure performance under this agreement.

#### **SECTION 16. NONDISCRIMINATION**

The Implementing Agency agrees that no person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment or denied access to services, programs, or activities funded under this agreement on the basis of race, color, age, religion, national origin, physical or mental handicap not related to ability, unfavorable discharge from military service, or sex. The Implementing Entity agrees to have

written sexual harassment policies which satisfy the requirements set forth in Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105). The Implementing Entity also assures, when applicable, compliance with all federal and state laws and regulations, including, but not limited to:

- Title VII of the Civil Rights Act of 1964;
- Section 504 of the Rehabilitation Act of 1973, as amended;
- Title IX of the Education Amendments of 1972;
- The Age Discrimination Act of 1975;
- The Americans With Disabilities Act of 1990;
- The Department of Justice Nondiscrimination Regulations, 28 CFR Part 42, subparts C,D,E, and G;
- The Illinois Human Rights Act, (775 ILCS 5);
- The Illinois Environmental Barriers Act, (410 ILCS 25); and
- The Discriminatory Club Dues Act (775 ILCS 25)

**SECTION 17. DISCLOSURE OF SOLICITATION FOR EMPLOYMENT**

Implementing Agency shall notify the Authority's Ethics Officer if the Implementing Entity solicits or intends to solicit for employment any of the Authority's employees during the term of this agreement.

**SECTION 18. CERTIFICATION REGARDING DEBARMENT**

Implementing Agency certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4).

**SECTION 19. ASSIGNMENT**

The Implementing Agency shall make no assignment or transfer of this agreement, any subcontract under this agreement or of any of the monies due hereunder without prior written approval of the Authority. In the event that the Authority approves such an assignment or transfer, the terms and conditions of this agreement shall apply to and bind the party or parties to whom such work is assigned or transferred as fully and completely as the Implementing Agency is bound and obligated.

**SECTION 20. INDEPENDENT CONTRACTOR**

The Implementing Agency, in the performance of this agreement, shall act as an independent contractor and not as an

agent or employee of the Authority. The Authority shall not be responsible for the performance, acts or omissions of the Implementing Agency. The Implementing Agency shall be liable, and agrees to be liable for, and shall indemnify, defend and hold the Authority harmless for all claims, suits, judgments and damages arising from the performance of this agreement, to the extent permitted by law.

**SECTION 21. DRUG FREE WORKPLACE CERTIFICATION**

If the Implementing Agency has 25 or more employees and is receiving \$5,000 or more under this agreement, the Implementing Agency certifies that it provides, and will continue to provide, a drug free workplace in accordance with the Drug Free Workplace Act (30 ILCS 580).

The Act requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
  - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
  - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
  - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
    - (A) abide by the terms of the statement; and
    - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the grantee's or contractor's policy of maintaining a drug free workplace;

- (3) any available drug counseling, rehabilitation, and employee assistance program; and
- (4) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by section 580/5 of the Drug Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

**SECTION 22. STATEMENTS, PRESS RELEASES, ETC.**

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with ARI funds, the Implementing Agency shall clearly state (1) the percentage of the total cost of the program or project which will be financed with funding under this agreement, and (2) the dollar amount of funding under this agreement for the project or program.

**SECTION 23. COPYRIGHTS, PATENTS**

If this agreement results in a copyright, the Authority reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for government purposes, the work or the copyright to any work developed under this agreement and any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

If this agreement results in the production of patentable items, patent rights, processes, or inventions, the Implementing Agency shall immediately notify the Authority. The Authority will provide the Implementing Agency with further instruction on whether protection on the item will be sought and how the rights in the item will be allocated and administered in order to protect the public interest, in accordance with federal guidelines.

**SECTION 24. PUBLICATIONS**

The Implementing Agency shall submit to the Authority for review, a draft of any publication that will be issued by the Implementing Agency describing or resulting from programs or projects funded in whole or in part with ARI funds , no later than 60 days prior to its printing.

The Authority reserves the right to require the resubmission of any publication for additional review and comment, prior to its printing.

The Implementing Agency shall submit to the Authority, copies, the number of which will be specified by the Authority, of the final publication no later than 20 days prior to release of the final publication.

Exceptions to the above publication requirements may be granted upon prior Authority approval.

Any such publication shall contain the following statement:

"This project was supported by grant from the Illinois Criminal Justice Information Authority. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the State of Illinois, or the Illinois Criminal Justice Information Authority."

These publication requirements pertain to any written, visual or sound publication, but are inapplicable to press releases, newsletters and issue analyses.

**SECTION 25. FEDERAL TAXPAYER IDENTIFICATION NUMBER**

Under penalties of perjury, the Implementing Agency certifies that the name, correct taxpayer identification number, and legal status listed below are correct:

Name: Kane County

**Taxpayer Identification Number:**

Employer Identification Number 366006585

*(Enter the name of the entity as used to apply for the entity's EIN and the EIN.)*

**Legal Status (check one):**

- |  |  |
|--|--|
| <input type="checkbox"/> Individual  | <input type="checkbox"/> Nonresident Alien   |
| <input type="checkbox"/> Sole Proprietorship   | <input type="checkbox"/> Tax Exempt  |
| <input type="checkbox"/> Partnership/Legal Corporation                                       | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp.)                                  |
| <input type="checkbox"/> Corporation providing or billing medical and/or healthcare services | <input type="checkbox"/> Corporation NOT providing or billing medical and or healthcare services |

Government  
 Estate or Trust  
 Non-profit Corporation/ Non-Tax Exempt  
 Pharmacy (non-corporate)  
 Non-profit Corporation/ Tax Exempt  
 Other (Specify) \_\_\_\_\_

Implementing Agency marking non-profit corporation/ tax exempt shall supply the Authority with a copy of their determination letter showing their 501(c)(3) status from within the last 5 years. In addition, the Implementing Agency shall supply a signed copy of the Local Government Waiver.

**SECTION 26. RENEGOTIATION, MODIFICATION, OR AMENDMENT OF THE INTERAGENCY AGREEMENT**

No alteration, variation, modification, termination, addition to or waiver of any provisions of this agreement shall be valid or binding unless in writing, and signed by the parties. For purposes of modification of this agreement which do not involve increases or decreases in funding, the signature of one representative of the Implementing Agency is sufficient. The parties agree to renegotiate, modify, or amend this agreement to ensure continued consistency with federal and State laws, and regulations.

**SECTION 27. INTEGRATION**

This document and the exhibits, amendments, and items incorporated by reference constitute the entire agreement between the parties pertaining to the subject matter of this agreement and supersede all prior and contemporaneous agreements and understandings of the parties, oral or written, which are not fully expressed herein. No alleged covenant, representation, or condition not expressed in this agreement shall affect or be effective to interpret, change or restrict the express provisions of this agreement.

**SECTION 28. SEVERABILITY**

If any term or provision of this agreement is held invalid, unenforceable, voidable or void, that term or provision shall not affect the other terms or provisions of this agreement which can be given effect without the invalid term or provision.

**SECTION 29. TERMINATION OR SUSPENSION OF THE INTERAGENCY AGREEMENT**

The Executive Director of the Authority, in accordance with the Authority's Operating Procedures for the Administration of Non-Federal Funds, may suspend or terminate performance of this agreement for nonconformance with any State or federal law or regulation, with such guidelines as specified in this section, or with the terms or conditions of this agreement.

**SECTION 30. FAILURE TO FILE IN A TIMELY FASHION.**

In order to preclude the possibility of lapsing of funding, the Authority is requiring the timely filing of all required reports. Reports shall include but are not limited to, quarterly fiscal reports, quarterly progress reports and all reports

included in the closeout materials. The quarterly fiscal and progress reports are due not more than 15 days after the end of the quarter unless another reporting schedule has been required or approved by the Authority. The final date for submission for all of the closeout material reports is 45 days after the end of the grant period.

Failure to meet the reporting dates established for the particular reports shall result in the "freezing" of all funds. The frozen funds shall not be limited to a particular grant that is delinquent, but all ARI grant funds that the Implementing Agency has with the Authority shall be frozen. Funds will be released following the completion of all the reporting requirements.

**SECTION 31. REPORTING GRANT IRREGULARITIES**

The Implementing Agency shall promptly notify the Authority through their Grant Monitor when an allegation is made, or the Implementing Agency otherwise receives information, reasonably tending to show the possible existence of any irregularities or illegal acts in the administration of grant funds. The Authority, per its agency policy, shall determine the reasonableness of the allegation of the irregularities or illegal action and determine the appropriate course of action. Possible actions would include conducting an internal audit or other investigation or contacting the proper authorities. Illegal acts and irregularities shall include but are not limited to such matters as conflicts of interest, falsification of records or reports both data, fiscal and programmatic, and the misappropriation of funds or other assets.

The Implementing Agency shall inform any sub-recipient of the Authority's grant funds that the sub-recipient is similarly obligated to report irregularities and the Implementing Agency shall provide a copy of the Authority's policy to any sub-recipient. A copy of the Authority's policy is available on the web at <http://www.icjia.state.il.us/public/>.

Failure to report known irregularities can result in suspension of the Interagency Agreement or other remedial action. In addition, if the implementing agency's auditor or other staff becomes aware of any possible illegal acts or other irregularities prompt notice shall be given to the Implementing Agency's director. The Implementing Agency, in turn, shall promptly notify the Authority as described above of the possible illegal acts or irregularities. If the possible misconduct involves the Implementing Agency's director, the Implementing Agency staff member shall provide prompt notice directly to the Authority.

In addition, the Authority, if in its judgment there is a reasonable allegation of irregularity or illegal act, shall inform state and local law enforcement agencies or prosecuting authorities, as appropriate, of any known violations of the law within their respective area of jurisdiction.

The reporting of any irregularities, illegal acts and the proposed or actual corrective action shall be reported to the Authority at:

Illinois Criminal Justice Information Authority  
Attn: Grant Monitor  
300 W. Adams Suite 200  
Chicago, IL 60606

Phone: 312- 793-8550

**SECTION 32. REPORTING POTENTIAL FRAUD, WASTE OR SIMILAR MISCONDUCT.**

The Implementing Agency shall promptly refer to the Authority, via their assigned Grant Monitor, and the any credible evidence that a principal, employee, agent, contractor, subcontractor, or subgrantee has either submitted a false claim for grant funds t or committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving grant funds.

Potential fraud, waste, abuse or misconduct shall be reported to the Authority by mail at:

Illinois Criminal Justice Information Authority  
Attn: Grant Monitor  
300 W. Adams Suite 200  
Chicago, IL 60606

Phone: 312- 793-8550

**SECTION 33. INTERNATIONAL ANTI-BOYCOTT CERTIFICATION**

The Implementing Entity certifies that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.

**SECTION 34. SEXUAL HARASSMENT POLICIES**

The Implementing Agency agrees to establish and maintain written sexual harassment policies that shall include, at a minimum, the following information:

- 1) The illegality of sexual harassment;
- 2) The definition of sexual harassment under State law;
- 3) A description of sexual harassment, utilizing examples;
- 4) The Implementing Agency's internal complaint process including penalties;
- 5) The legal recourse, investigative and complaint process available through the Department of Human Rights and the Commission;
- 6) Directions on how to contact Department of Human Rights and the Commission; and
- 7) Protections against retaliation as provided by the Human Rights Act. 775 ILCS 5/6-101

**SECTION 35. USE OF FUNDS**

Implementing Agency certifies that it, and its subcontractors, shall use ARI funds for only allowable services, activities and costs, as described in Exhibit A.

The Implementing Agency certifies that only those costs listed in Exhibit B shall be paid pursuant to this agreement.

Implementing Agency understands the payment of funds shall be withheld until such certifications are received by

the Authority.

**SECTION 36. TRANSPARENCY ACT COMPLIANCE**

The Implementing Agency and Program Agency agree to comply with any and all requirements of 2 C.F.R. §33.200 by the Federal Funding Accountability and Transparency Act of 2006. The Implementing Agency and Program Agency agree to comply with the following:

a) To acquire and use a DUNS (Data Universal Numbering System) number. The DUNS number shall be procured from Dun and Bradstreet, Inc online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com) or by calling 1-866-705-5711.

Implementing Agency's DUNS Number: 010221786

Program Agency's DUNS Number: 608094389

b) To maintain a current registration in the Central Contractor Registration (CCR) database. The Implementing Agency must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.sam.gov](http://www.sam.gov) or by calling 1-888-227-2423.

The Implementing Agency's CCR registration is valid until: 5/14/13

The Program Agency's CCR registration is valid until: 8/13/13

c) Shall provide the Authority with their Commercial And Government Entity (CAGE) Code. The CAGE Code request process is incorporated into the CCR registration.

Implementing Agency's CAGE Code: 48YE2

Program Agency's CAGE Code: 5GU63

**SECTION 37. PENALTY FOR FAILURE TO DIVERT**

Under the Adult Redeploy Illinois enabling statute, any Implementing Agency not meeting its required reduction shall be assessed a penalty. The Adult Redeploy Illinois Oversight Board (ARIOB) has set the maximum penalty at one half the marginal cost of incarceration (current maximum penalty is \$2,500). The amount of the penalty assessed will be left to the discretion of the ARIOB but the Board shall take into consideration factors affecting the Implementing Agency's ability to meet the required reduction, including whether the failure to meet the reduction was beyond the control of the jurisdiction or other extenuating or mitigating circumstances.

**SECTION 38. EXPENDITURE EVALUATION**

The Authority shall evaluate the amount of unexpended funds remaining and the maximum amount of funds needed to continue the grant. Based on this evaluation, the Authority, at its sole discretion, may reduce the grant award by an amount it deems appropriate.

**SECTION 39. CORRECTIVE ACTION PLAN FOR SITES AT RISK OF NOT MEETING REDUCTION GOALS:**

At the end of each quarter, staff from the site and the Department administering the Adult Redeploy Illinois grant will (1) do a formal review of the number of individuals diverted from the Illinois Department of Corrections (using the site's and IDOC's data) and (2) assess whether the number conforms with the site's approved plan in order to achieve the annual 25% reduction included in the plan.

If either site or the state agency administering staff believes that it will not, they shall bring the issue to the next meeting of the Oversight Board (or within the first month of the next quarter, whichever is sooner) with a plan for remediation, designed to avert a penalty charge to the site. The site may choose to send its representatives to the Board meeting to explain the plan, and the Board shall act on the plan immediately upon its receipt.

Should the Board not accept the plan, the site will have the opportunity to modify the plan or withdraw from the program by the next Board meeting (or the second month of the quarter, whichever is sooner). Should the site accept the corrective action plan, the plan shall include a schedule for reporting on the progress of the plan, with regular reports at least once a quarter to the Board, until such time as the Board agrees that the corrective action plan has been successfully implemented.

**SECTION 41. ACCEPTANCE & CERTIFICATION**

The terms of this interagency agreement are hereby accepted, executed, and where applicable, certified and acknowledged, by the proper officers and officials of the parties hereto:

\_\_\_\_\_  
Jack Cutrone  
Executive Director  
Illinois Criminal Justice Information Authority  
Date

I, Chris Lauzen, Chairman, under oath, do hereby certify and acknowledge that : (1) all of the information in the grant agreement # 193027 is true and correct to best of my knowledge, information and belief, (2) the grant funds shall be used only for the purposes described in the grant agreement # 193027, and (3) the awarding of grant funds is conditioned upon the Authority's receipt of this certification.

  
\_\_\_\_\_  
Chris Lauzen  
Chairman  
Kane County  
3-26-13  
Date

I, Joseph Onzick, Finance Director, under oath, do hereby certify and acknowledge that : (1) all of the information in the grant agreement # 193027 is true and correct to best of my knowledge, information and belief, (2) the grant funds shall be used only for the purposes described in the grant agreement # 193027, and (3) the awarding of grant funds is conditioned upon the Authority's receipt of this certification.

\_\_\_\_\_  
Joseph Onzick  
Finance Director  
Kane County  
Date

I, Judith Brawka, Chief Judge, under oath, do hereby certify and acknowledge that : (1) all of the information in the grant agreement # 193027 is true and correct to best of my knowledge, information and belief, (2) the grant funds shall be used only for the purposes described in the grant agreement # 193027, and (3) the awarding of grant funds is conditioned upon the Authority's receipt of this certification.

  
\_\_\_\_\_  
Judith Brawka  
Chief Judge  
Kane County Adult Court Services  
03/20/2013  
Date

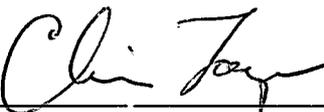
**SECTION 41. ACCEPTANCE & CERTIFICATION**

The terms of this interagency agreement are hereby accepted, executed, and where applicable, certified and acknowledged, by the proper officers and officials of the parties hereto:

\_\_\_\_\_  
Jack Cutrone  
Executive Director  
Illinois Criminal Justice Information Authority

\_\_\_\_\_  
Date

I, Chris Lauzen, Chairman, under oath, do hereby certify and acknowledge that : (1) all of the information in the grant agreement # 193027 is true and correct to best of my knowledge, information and belief, (2) the grant funds shall be used only for the purposes described in the grant agreement # 193027, and (3) the awarding of grant funds is conditioned upon the Authority's receipt of this certification.

  
\_\_\_\_\_  
Chris Lauzen  
Chairman  
Kane County

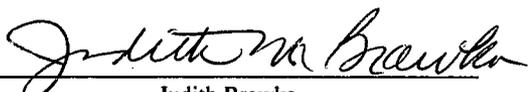
3-26-13  
\_\_\_\_\_  
Date

I, William Lake, Interim Finance Director, under oath, do hereby certify and acknowledge that : (1) all of the information in the grant agreement # 193027 is true and correct to best of my knowledge, information and belief, (2) the grant funds shall be used only for the purposes described in the grant agreement # 193027, and (3) the awarding of grant funds is conditioned upon the Authority's receipt of this certification.

\_\_\_\_\_  
William Lake  
Interim Finance Director  
Kane County

\_\_\_\_\_  
Date

I, Judith Brawka, Chief Judge, under oath, do hereby certify and acknowledge that : (1) all of the information in the grant agreement # 193027 is true and correct to best of my knowledge, information and belief, (2) the grant funds shall be used only for the purposes described in the grant agreement # 193027, and (3) the awarding of grant funds is conditioned upon the Authority's receipt of this certification.

  
\_\_\_\_\_  
Judith Brawka  
Chief Judge  
Kane County Adult Court Services

02/04/2013  
\_\_\_\_\_  
Date

**ADULT REDEPLOY ILLINOIS PLANNING GRANT  
KANE COUNTY  
EXHIBIT A: PROGRAM NARRATIVE  
AGREEMENT NUMBER: 193027**

**I. SUMMARY**

Adult Redeploy Illinois is a program created by the Crime Reduction Act of 2009 (Public Act 96-0761) under which counties, groups of counties, or judicial circuits agree to reduce their commitments of a target population to the Illinois Department of Corrections by 25%. In return, those counties will receive state and federal funding to provide supervision and community-based treatment alternatives to those individuals diverted from incarceration.

Kane County is applying for a planning grant to determine how to implement a local Adult Redeploy Illinois program. From January 2013 through April 2013, Kane County's planning group will analyze relevant criminal justice data and convene key stakeholders to discuss ways to divert more non-violent offenders from incarceration while protecting public safety. The result of this process will be the creation of a local plan to implement Adult Redeploy Illinois in Kane County, which will include defining the target population for the program, identifying services, and providing a budget and timeline. The local plan will be then be submitted to the Adult Redeploy Illinois Oversight Board (ARIOB) for approval. If approved, the local jurisdiction will be eligible to apply for implementation funds through a separate Request For Proposal (RFP).

**II. STATEMENT OF PROBLEM**

Kane County recognizes the problems associated with sending too many non-violent offenders to prison because there are not enough resources to supervise and serve them locally. Currently, the incentive is for local jurisdictions, with limited resources to supervise and provide services to the offender population, to send even low-level, non-violent offenders to the prison system where they become the financial burden of the state. However, with recidivism rates remaining at over 50% and state governments looking for ways to reduce their corrections budgets, policy makers are developing programs like Adult Redeploy Illinois that reserve expensive incarceration for dangerous offenders and find ways to deal with non-violent offenders in more cost-effective ways at the community level.

In order to find out whether establishing a local Adult Redeploy Illinois program is feasible, Kane County will need to engage in a deliberate and inclusive planning process with key stakeholders, as well as study relevant criminal justice data on the characteristics of the offender population. If the program is going to be successful, the planning process will require securing the buy-in of those operating the local criminal justice system and in charge of public safety, and the plan will have to reflect the jurisdiction's priorities, available resources and offenders' needs.

### III. GOALS, OBJECTIVES, and PERFORMANCE INDICATORS

#### Goal:

Develop a strategy (local plan) to be submitted to the Adult Redeploy Illinois Oversight Board by April 30, 2013 to increase local capacity to provide supervision and services to a target population of non-violent offenders who would otherwise be incarcerated.

#### Objectives:

- 1) Assemble key stakeholders over the period January 2013-April 2013 to discuss the offender population being sent to prison from the local jurisdiction and identify program elements to divert a target population from incarceration.

Performance Indicator: number of attendees at stakeholder meeting(s)

- 2) Collect and analyze data on offender population to identify target population for local Adult Redeploy Illinois program by April 30, 2013.

Performance Indicator: number of offender records analyzed

In addition, Kane County agrees to participate in performance measurement and evaluation activities in conjunction with the Illinois Criminal Justice Information Authority and as developed by the Adult Redeploy Illinois Oversight Board according to statute. Specifically, the Crime Reduction Act requires a *“performance measurement system that includes but is not limited to the following key performance indicators: recidivism, rate of revocations, employment rates, education achievement, successful completion of substance abuse treatment programs, and payment of victim restitution.”* The grantee agrees to collect and report on any data elements developed by the Illinois Criminal Justice Information Authority in conjunction with the Adult Redeploy Illinois Oversight Board.

### IV. PROGRAM STRATEGY

Kane County will utilize planning grant funds to convene a planning group comprised of key stakeholders in the criminal justice system, such as judges, prosecutors, public defenders, probation representatives, and service providers. In addition, as part of the Adult Redeploy Illinois planning grant process, the planning group will engage consultants and/or staff on an over-time basis to gather and analyze relevant criminal justice system data, including, but not limited to, current services offered, services needed, strategies for service delivery, potential eligible populations, local governance of issues, data collection and analysis capabilities, and estimated costs involving alternatives to incarceration. Using this analysis, the planning group, with the assistance of a consultant, will prepare a local plan to implement Adult Redeploy Illinois for a target offender population, with the goal of reducing Adult Redeploy Illinois-eligible

commitments to the Illinois Department of Corrections by 25%.

Reports will be provided as required through by ARRA. The local plan will be submitted at the end of the planning process to the Adult Redeploy Illinois Oversight Board for review.

## V. IMPLEMENTATION SCHEDULE

The following implementation schedule reflects the activities which will take place under this ARRA grant request for the planning grant process from April through June 2012:

<b>Task</b>	<b>Date Begun</b>	<b>Date Completed</b>	<b>Personnel Responsible</b>
Assemble key stakeholders	1/1/13	4/15/13	Program contact person
Hire a consultant and/or designate staff to work over-time	1/1/13	4/15/13	Program contact person
Hold meetings of local planning group	1/1/13	4/15/13	Consultant/Program contact person
Compile and analyze data on offender population	1/1/13	4/15/13	Consultant
Draft local plan according to Standard Plan template	1/1/13	4/15/13	Consultant
Submit local plan	4/15/13	4/30/13	Program contact person
Prepare and submit required data and fiscal reports to the Authority	1/1/13	4/30/13	Program contact person

# SIXTEENTH JUDICIAL CIRCUIT

DeKalb – Kane – Kendall Counties  
COURT SERVICES



December 18, 2012

Mary Ann Dyar, Program Administrator  
Adult Redeploy Illinois  
c/o Illinois Criminal Justice Information Authority  
300 W. Adams Street, 2<sup>nd</sup> Floor  
Chicago IL 60605

RE: Kane County Application for Adult Redeploy Planning Grant

Dear Ms. Dyar:

Kane County is requesting to be considered for an Adult Redeploy Illinois planning grant to create a jurisdictional plan to reduce Kane County commitments of a target population to the Illinois Department of Corrections by 25 percent.

Kane County Court Services, due to the lack of a comprehensive case management system, lacks data regarding information about the types of defendants that are sentenced to incarceration in the Illinois Department of Corrections. A significant first step in any plan to reduce IDOC sentences is a comprehensive analysis of the cases that are sentenced. The data will need to be collected from circuit clerk files, by hand, and then analyzed across a number of defendant factor including: type of offense, class of offense, case status (under supervision or post-sentence), reason for incarceration, age, gender, race, geographic location of residence, etc.. Once common themes can be identified across defendants, a team of stakeholders will be convened to plan possible strategies to address the identified themes and target population. A meeting of stakeholders will minimally include representation from the Chief Judge's Office, State's Attorney's Office, Office of the Public Defender, Kane County Court Services, Kane County Diagnostic Center, and the Sheriff's Department. Concurrent to the Stakeholders meeting, information will be gathered and analyzed regarding current services offered, services needed, strategies for service delivery, and local governance issues. Once all the data is collected, target population identified, and services identified, a plan will be developed on how to address reduction of IDOC commitments in Kane County.

Thank you for the opportunity to apply for Adult Redeploy Planning Grant funds.

Sincerely,

Lisa Aust  
Executive Director  
Kane County Court Services

Deanna Cada  
Deputy Director-Program Manager  
Kane County Court Services

## FISCAL INFORMATION SHEET

The following information is required to ensure that the Authority and its implementing agencies meet the financial and program reporting requirements of various federal grant programs. This information is required prior to the release of funds. The Implementing Agency is the state or local unit of government or not-for-profit agency accepting funds under the interagency agreement. The Program Agency is the organization responsible for performing the daily activities. An organization can be both the Implementing Agency and the Program Agency.

Please return this form to the attention of your program monitor at the Illinois Criminal Justice Information Authority, Federal and State Grants Unit, 300 West Adams, Suite #200, Chicago, Illinois 60606. If you have any questions, please call your monitor at (312) 793-8550.

Implementing Agency: Kane County

Implementing Agency's FEIN #: 36-6006585 Agreement #: 193027

Program Agency: Kane County Court Services

Program Title: Adult Redeploy Illinois Planning Grant

1. Who will be responsible for preparing and submitting quarterly fiscal reports?

Name: Deanna L. Cada

Title: Deputy Director – Program Manager

Agency: Kane County Court Services

Address: 37W777 Route 38 Suite 150, St. Charles IL 60175

Phone: 630-232-5824 Fax: 630-443-7089

2. Who will be responsible for preparing and submitting quarterly data/progress reports?

Name: Deanna L. Cada

Title: Deputy Director – Program Manager

Agency: Kane County Court Services

Address: 37W777 Route 38 Suite 150, St. Charles IL 60175

Phone: 630-232-5824 Fax: 630-443-7089

3. Will a separate fiscal account/fund be maintained for the program?

\_\_\_\_\_ Yes, this account will maintain: (Choose one)

\_\_\_\_\_ Federal funds only

\_\_\_\_\_ Both federal and local matching funds

XX No, but all program funds will be identified by a specific account or fund number and recorded within the general accounting records for the Agency.

4. Where should program fund disbursements be sent?

Address: Kane County Court Services  
37W777 Route 38 Ste. 150  
St. Charles, IL 60175

ATTN: Deanna L. Cada

5. What organization is listed as holder of the bank account into which program funds will be deposited?

Kane County

Effective 05/03

**EXHIBIT B: BUDGET  
IDENTIFICATION OF SOURCES OF FUNDING**

**Implementing Agency: Kane County  
Agreement #: 193027**

<u>SOURCE</u>	<u>Awarded</u>	<u>Budgeted</u>
<b>Adult Redeploy Illinois Amount:</b>	\$11,500	10,951.50

<b>PERSONNEL SERVICES</b> <u>Job Title</u>	<u>Annual Salary</u>	<u># Months On Program</u>	<u>% Time On Program</u>	<u>ARI Grant Amount</u>	<u>Total Cost</u>
N/A	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
		<b>Total FTE</b>	<b>0.00</b>	\$ -	\$ -
			<b>Total Salary</b>	\$ -	\$ -
		<b>Fringe Benefits (Use figure from Fringe Benefit Worksheet)</b>		\$ -	\$ -
		<b>TOTAL PERSONNEL SERVICES</b>		\$ -	\$ -

Budget Narrative for Personnel. Please give a brief description for each line of the Personnel Services Budget.

N/A

<b>EQUIPMENT</b> <u>Item</u>	<u>Cost per Unit</u>	<u># of Units</u>	<u>Pro-rated Share</u>	<u>ARI Grant Amount</u>	<u>Total Cost</u>
N/A	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -
* For Equipment Budgets over \$5000, the Authority must be notified prior to the disposal of any equipment.					
<b>TOTAL EQUIPMENT COST</b>				\$ -	\$ -

Budget Narrative for Equipment. Please give a brief description for each line of the Equipment Budget.

N/A

<b>COMMODITIES</b>				
<u>Item</u>	<u>Cost / Month</u>	<u># of Months</u>	<u>ARI Grant Amount</u>	<u>Total Cost</u>
Stakeholder meeting expenses: Food for three meetings	\$ 70.00	<u>3</u>	\$ 210.00	\$ 210.00
Stakeholder meeting expenses: Binders for each participant	\$ 140.00	<u>1</u>	\$ 140.00	\$ 140.00
Stakeholder meeting expenses: Room Rental	\$ 100.00	<u>3</u>	\$ 300.00	\$ 300.00
Consultant/Contractor intial introductory meeting: Food expense	\$ 140.00	<u>1</u>	\$ 140.00	\$ 140.00
Consultant/Contractors intiail introductory meeting: Binders for participants	\$ 220.00	<u>1</u>	\$ 220.00	\$ 220.00
Consultant/Contractor final presentation meeting: Food expense	\$ 110.00	<u>1</u>	\$ 110.00	\$ 110.00
Office expenses (pens, paper, jump drives)	\$ 56.67	<u>3</u>	\$ 170.00	\$ 170.00
Office expenses (copying)	\$ 110.00	<u>3</u>	\$ 330.00	\$ 330.00
<b>TOTAL COMMODITIES COST</b>			\$ 1,620.00	\$ 1,620.00

**Budget Narrative for Commodities. Please give a brief description for each line of the Commodities Budget.**

It is estimated that the Stakeholders (minimally representatives from the Chief Judge's Office, State's Attorney Office, Office of Public Defender, Kane County Court Services, Kane County Diagnostic Center, and the Sheriff's Department) will meet three times: 1) to introduce the opportunity associated with Adult Redeploy, establish stakeholder buy-in and define strategy parameters 2) to analyze collected data, review existing services, and identify service gaps 3) to develop a strategy for reduction of IDOC commitments.

For the Stakeholders meeting the food costs, based on past purchases are 7 people X \$10.00 a meal X 3 meetings for a total of \$210 requested.

Each Stakeholder will require a binder for data and analysis materials. The common comparison cost for a binder is \$20 X 7 stakeholders for a total of \$140 requested.

The common cost of room rental for government entities in Kane County is generally \$100 per use which includes technology and equipment. Three meetings are planned for a total of \$300 requested.

It is estimated that an introduction meeting with the consultant/contractor will need to occur to lay out the expectations and methods of data collection, analysis and reporting. This meeting will involve the Consultant from a local university, 10 students to complete the data collection and analysis and 3 representatives from Kane County Court Services.

Food costs, based on past purchases are \$10.00 per person for 14 people for a total of \$140.00 requested.

The consultant and students will be presented with binders containing information regarding data collection and analysis. The common comparison cost for a binder is \$20 X 11 students + The final presentation of the data and analysis will occur at a stakeholder meeting, the meeting cost will soley consist of food expenses of 11 students + consultant X \$10.00 a meal for a total of \$110 requested.

Office expenses will be incurred during data collection, data analysis and reporting, as well as preparing for stakeholder and consultant/contractor meetings. 100% of budgeted supplies will be used for ARI purposes. Supplies include paper, pens, USB flashdrives. Estimated costs for these supplies for three months is \$170 (\$56.67/month), based on projected use patterns and standard supplies costs for the department.

Materials will need to be printed, copied and shared with stakeholders. Copying expenses are generally \$.05 per page for black and white copying, for an estimated 1,000 pages = \$50. The information provided to stakeholders for final analysis should be high quality, easy-to-read documents, printed in color. It is generally \$.40 per page for color copying/printing, for an estimated 700 pages = \$280. Total copying costs are \$50 + \$280 = \$330.

TRAVEL	<u>Cost/Mile</u>	<u># of Miles/mo</u>	<u># of Months</u>	<u>ARI Grant Amount</u>	<u>Total Cost</u>
Program Staff Mileage*	\$ -			\$ -	\$ -
Stakeholder meeting travel 7 people	\$ 0.555	140	3	\$ 233.10	\$ 233.10
Consultant/contractor travel for data collection, reporting, analysis	\$ 0.555	960	3	\$ 1,598.40	\$ 1,598.40
Conference Travel**	<u>Cost/ person</u>	<u># of people</u>	<u># of days</u>	\$ -	\$ -
Airfare	\$ -			\$ -	\$ -
PerDiem	\$ -			\$ -	\$ -
Lodging	\$ -			\$ -	\$ -
Other (Specify)	\$ -			\$ -	\$ -
* State rate is calculated at \$.555/mile. If agency rate is lower use that lower rate.					
** Out of State Travel requires prior Authority approval.					
<b>TOTAL TRAVEL COST</b>				\$ 1,831.50	\$ 1,831.50

**Budget Narrative for Travel. Please give a brief description for each line of the Travel Budget.**

(See Attached Budget Instructions)

The stakeholder meetings could potentially occur off site to allow for maximum productivity; travel reimbursement will be part of stakeholder involvement. The room space will be at least within a 10 mile radius, on average, from all stakeholders. The maximum amount of travel required would be 20 miles roundtrip for three meetings. Therefore, the mileage calculations for stakeholders is 7 people X 20 miles roundtrip X 3 meetings X .555 mileage = 420 total miles and \$233.10 requested. This is an estimated amount dependent on meeting location and miles to be travelled by stakeholder. Travel costs will only be reimbursed for those stakeholders that use their personal vehicles while engaged in planning activities. No reimbursement will occur for state of county owned vehicles.

The Consultant/Contractors, consisting of one Northern Illinois University faculty member and 10 NIU undergraduate students, will be traveling from DeKalb, Illinois to St. Charles, Illinois (approximately 60 miles round trip) for data collection and analysis 2 times per week for a total of 10 - 12 weeks, the expectation is that the consultant/contractors carpool from DeKalb to St. Charles. Therefore the calculations for the consultant/contractors is 2 automobiles X 60 miles roundtrip X 24 trips X .555 mileage = 2880 total miles at \$1,598.40 requested. Travel costs will only be reimbursed for those consultants/contractors that use their personal vehicles while engaged in planning activities. No reimbursement will occur for state of county owned vehicles.

## Budget &amp; Budget Narrative

Kane County

Agreement#

193027

<b>CONTRACTUAL</b>	<u>Cost/month</u>	<u>Dollar/hour</u>	<u># of hours per month</u>	<u>Pro-rated Share</u>	<u>ARI Grant Amount</u>	<u>Total Cost</u>
Cell Service	\$ -				\$ -	\$ -
Telephone Service	\$ -				\$ -	\$ -
	\$ -				\$ -	\$ -
Conference Registration Fees	\$ -				\$ -	\$ -
Other: (Specify)	\$ -				\$ -	\$ -
Other (Specify)	\$ -				\$ -	\$ -
Use Boxes Below for Contractual Personnel					\$ -	\$ -
Consultant for data collection, data analysis and report writing, NIU faculty member		\$ 65.00	<u>20</u>		\$ 3,900.00	\$ 3,900.00
Stipends for 10 NIU student workers		\$ 12.00	<u>100</u>		\$ 3,600.00	\$ 3,600.00
		\$ -			\$ -	\$ -
<b>TOTAL CONTRACTUAL COST</b>					\$ 7,500.00	\$ 7,500.00

**Budget Narrative for Contractual. Please give a brief description for each line of the Contractual Budget.**

(See Attached Budget Instructions)

It is estimated that Kane County Court Services will contract with an institution of higher learning to complete the data collection, data analysis and reporting of defendant information and community services including an analysis of gaps in services. The consultant will assist in facilitating the strategic planning with the stakeholders. Students and a faculty member will review individual files to collect data, compile that data into a spreadsheet, analyze data for common themes and trends and strategize on the best target population and how to best reduce IDOC commitments.

The cost of the faculty member consultant is \$65.00 an hour, based on prior consulting experiences for 20 hours a month for 3 months for a total of \$3,900. These activities would be above and beyond any academic job obligations and would not be a part of the University salary.

The stipend for the student workers is \$12.00 based off of past stipend experiences at the University. The request is for \$12.00 an hour for 10 hours a month for 3 months for 10 students for a total of \$3,600.

<b>GRAND TOTAL</b>	<b>ARI Grant Amount</b>	<b>Total Cost</b>
<b>PERSONNEL SERVICES</b>	\$ -	\$ -
<b>EQUIPMENT</b>	\$ -	\$ -
<b>COMMODITIES</b>	\$ 1,620.00	\$ 1,620.00
<b>TRAVEL</b>	\$ 1,831.50	\$ 1,831.50
<b>CONTRACTUAL</b>	\$ 7,500.00	\$ 7,500.00
<b>TOTAL COST</b>	\$ 10,951.50	\$ 10,951.50

All procurements must be competitive

**FRINGE BENEFIT WORKSHEET: Agreement #****193027**

Use this sheet to calculate the fringe benefits to be paid for project personnel. For each element of the benefit package, indicate the rate as a percentage of salary or the dollar amount of the flat rate paid per employee. Use the **TOTAL FRINGE BENEFITS** amount from this worksheet as the fringe benefit dollar amount on the BUDGET under PERSONNEL SERVICES (cells C-12 and H-12).

<b>RATED FRINGE BENEFITS</b>	<b>Rate as % of Salary</b>
FICA	7.650%
UNEMPLOYMENT	
RETIREMENT/PENSION	
WORKER'S COMP	
DENTAL/VISION	
HOSPITALIZATION	
Other (Specify)	
Total % Fringe Rate	7.650%
Total Salary Paid By Grant (Federal and Match - Please use figure from cell I-12 in the Budget Detail)	
<b>TOTAL RATED FRINGE BENEFITS</b>	<b>\$0</b>
<b>FLAT RATE FRINGE BENEFITS</b>	<b>\$ per FTE</b>
HEALTH/MEDICAL INSURANCE	
OTHER (SPECIFY)	
Total Flat Rate Fringe	\$0.00
Number of grant-funded FTE (full-time equivalent) positions receiving Flat Rate Fringe Benefits. (Please use figure from cell F-11 of Budget Detail)*	
<b>FLAT RATE FRINGE BENEFITS</b>	<b>\$0</b>
<b>TOTAL FRINGE BENEFITS: (Total rated + Total flat rate benefits)</b>	<b>\$0</b>

\*PLEASE REFER TO YOUR RESPONSE IN EXHIBIT A, SECTION II, QUESTION #1.